

DD/S 68-1617

18 March 1968

MEMORANDUM FOR: Chief, Records Administration Branch

SUBJECT : Survey of the Agency Archives and Records Center:
Interim Report

1. Purpose

The purpose of this memorandum is to report interim progress and accomplishments of the survey of the Agency Archives and Records Center in satisfying the following study objectives to:

- a. Find some way to improve Records Center operations.
- b. Identify problems and reasons which have caused the Records Center to be full and to identify actions which may be taken to overcome them.
- c. Determine whether the present method of reporting about Records Center operations is as revealing as it should be, and how it can be improved.
- d. Develop a suitable formula for computing costs of Records Center storage.

2. Frame of Reference

The frame of reference for this interim report of survey progress and accomplishments is the project outline submitted on 20 February 1968, and the production control chart prepared on 4 March 1968, establishing survey and reporting time frames.

3. Discussion

a. General:

(1) In general the survey is moving on schedule. There has had to be some adjustment of a self-imposed time schedule, but these adjustments have been minor and usually to accomodate availability of other individuals.

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(2) The survey was begun on 1 March 1968, and has been concerned exclusively with Phase I: Fact Gathering and Background Development, as noted below.

b. Fact Gathering and Background Development:

(1) A portion of 1 March 1968 was spent at the National Archives and Records Service in discussions with Mr. Charles Henderson, National Archives and Records Service, Operations Division, Office of Federal Records Centers.¹ The conversation with Mr. Henderson involved:

- (a) Discussion of Federal Records Center Operations.
- (b) Standards for evaluation of work performance in Federal Records Centers
- (c) Standards for computing Federal Records Center costs, including building and other costs.
- (d) Space utilization including equipment, and other devices.
- (e) General discussions as to records center design, construction, etc.

(Mr. Henderson was most generous with his time and advice. He also provided a current NARS records center operations manual, a GSA records center manual, a floor plan of the new Woltham, Massachusetts, Federal Records Center, and other material on a loan or retention basis, pertinent to records center operations. Mr. Henderson also made himself available for any further assistance he may provide the study.)

¹ The opportunity of being at NARS and in the vicinity of FAA, was used to discuss Reports Management with Mr. Arthur McCarrick, NARS, and upon Mr. McCarrick's recommendation, Mr. Max Garchik of FAA. The meetings with Mr. McCarrick and Mr. Garchik were reported under a memorandum for record on 5 March 1968.

(2) The period of 4 through 8 March 1968 was devoted to: the development of an outline of records center study requirements; perusal of background files for numerical data pertinent to records accumulation, and disposal; development of tentative trend analyses; gathering of pertinent background data, and preliminary discussion of background data requirements with appropriate Archives and Records Center personnel. The records center study requirements included:

(a) Background Data in history, mission, function, organization, etc.

(b) Work Load Data

(c) Space Utilization Data

(d) Work-Measurement-manpower Utilization Data

(e) Vital Records Data

(f) Supplemental Distribution Data

(g) Operational Cost Data

(h) Statistical Data

(3) On 11 and 13 March, the days were spent at the Records Center perusing historical files, reviewing Center operations, analyzing the availability of workload, space utilization, and other data as well as the establishment of work measurement and manpower utilization survey standards. The center personnel will conduct these surveys under the supervision of the writer. This survey will be conducted through 22 March 1968.

(4) the 14th of March was spent in assisting in the Records Administration Branch move from the 7th to 5th floor of the Magazine building, and in making arrangements for records officer interviews, still under Phase I of the study outline.

(5) The 15th of March was spent in the preparation of the interim report and in interviews with the records officers of the Office of Security and Office of Personnel.

4. Schedule

a. Arrangements have been made to interview the records officers in the Office of Logistics, the Central Reference Service, and the DDP Records Management Officer on 18 March 1968. The Office of Finance records officer is on leave and will be interviewed upon her return.

b. The days of 19 and 20 March will be spent at the Records Center supervising the manpower utilization and work measurement survey as well as making a deeper analysis of operations and space utilization.

c. The days of 21 and 22 March are reserved for study progress evaluation and schedule adjustments, as well as data analysis to determine any additional data avenues requiring background exploration for the completion of Phase I. The IRAC meeting on 22 March concerning "Automated Systems in Federal Records Centers" will be attended.

5. Comments

a. There have been some tentative hypothesis developed in line with the survey objectives, but it is premature to discuss these in any depth in this report.

b. There are no areas of the study requiring the personnel intervention of the Chief, Records Administration Branch. All personnel contacted have been most cooperative. This is especially true of the Archives and Records Center Personnel. STAT



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